

INFRASTRUCTURE & DEVELOPMENT COUNCIL COMMITTEE
NOVEMBER 5, 2025
DRAFT MINUTES

Council Present:

Dan McClendon, Chair
Chris Fletcher
Alexa Boedeker

Council Absent:

Staff:

Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 9:00 a.m.

Chair Dan McClendon called the meeting to order. **Time: 9:05 a.m.**

2. CITIZEN APPEARANCES

- No speakers.

3. GENERAL

A. Minutes from the August 20, 2025 Infrastructure & Development committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

Motion made by Chris Fletcher and seconded by Alexa Boedeker to approve.

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and provide recommendations to the city council regarding accessory dwelling units, drive-through design and stacking requirements, and vehicle parking regulations. (*Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director*)

Tony McIlwain, Development Services Director, presented proposed ordinance amendments. He reviewed updates based on previous committee discussions, including standards the City could consider in response to market conditions, planning best practices, and developer needs. Lidon Pearce, Principal Planner, provided background on Comprehensive Plan updates, including multi-family density considerations along the IH-35 and Chisholm Trail corridors, noting that staff is still awaiting TOASE guidance on subdivision-related text amendments.

Tommy Ludwig, City Manager, discussed the “wait-and-see” approach regarding text amendments following the last legislative session, specifically how conforming uses, property rights, and notice provisions may need to be updated. He noted that the Council’s vision has shifted toward lower-density development, sustainability, and thoughtful consideration of density, contributing to some delays along with the pending TOASE guidance.

Lidon Pearce, Principal Planner, continued with a review of potential Accessory Dwelling Unit (ADU) regulations. He presented a proposed definition, emphasizing that ADUs are intended as true dwelling units for family members, not rental properties. Committee members discussed whether ADUs should be required to be attached or allowed as detached structures. Chair McClendon noted a preference to avoid creating duplex-like conditions and recommended clarifying that ADUs be defined as separate structures. Eric Oscarson, Deputy City Manager, commented that current zoning already allows mother-in-law suites attached to the primary structure; the proposed regulations would address detached buildings. Committee members raised parking concerns, and Mr. Ludwig confirmed that an additional parking space would be required. Staff will gather more details and direction from the committee before presenting ADU regulations to P&Z.

Mr. Pearce then reviewed proposed ADU development standards: a maximum size of 900 sq. ft., not exceeding 50% of the primary structure; lot considerations; a minimum 6-foot separation between structures; one ADU per lot; one utility meter; and one additional parking space. The committee discussed subleasing, rental use, and short-term rentals, with Deputy City Attorney Matt Ribitzki noting enforcement challenges. Chair McClendon recommended keeping rental restrictions as-is. The committee also discussed allowing ADUs in commercial or industrial zoning districts by Specific Use Permit (SUP).

Drive-thru design and vehicle stacking requirements were reviewed next. Staff evaluated standards from several cities and noted that while two lanes perform better, the proposal addresses one-lane configurations. Tony McIlwain, Development Services Director, cautioned that new standards may increase variance requests. Mr. Pearce explained that some parking spaces may need to be removed to accommodate stacking, and additional consideration will be required during commercial site plan review. He also recommended including an emergency escape lane.

Vehicle parking regulations for residential uses were also discussed. Building Official Dylan Whitehead noted garages are currently counted toward required parking, but Lidon recommended no longer counting garages due to low utilization, which contributes to sidewalk obstructions. This change could require smaller homes on larger lots and could result in wider lots, particularly on corners. Additional surface parking may be needed for homes with ADUs. The committee discussed applicability to new developments, replat requirements, and vested rights.

Lidon also proposed removing minimum parking requirements for properties with direct frontage on Wilshire, John Jones, Alsbury, Hidden Creek, IH-35, and Old Town, while maintaining ADA parking and loading requirements. Shared parking agreements would be required for multi-tenant developments. He explained that large retailers often have oversized parking lots built to peak standards; reducing minimums could promote redevelopment and additional out-parcel businesses.

Committee discussion focused on whether developers should determine their own parking needs, impacts to small businesses, and ensuring future flexibility without enabling under-parking. Lidon stated he could draft options including percentage-based maximums, landscaping incentives, and frontage-related considerations.

Next steps:

Staff will incorporate committee feedback into red-line text amendments and prepare notices for P&Z and City Council public hearings. Subdivision platting updates, Comprehensive Plan revisions, and TOD-related items are still in progress. City Manager Ludwig confirmed staff has sufficient direction to move forward and will bring the updates back to the committee prior to P&Z consideration.

5. REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the City Council may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda.

A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code

- No executive session needed.

7. ADJOURN

There being no further discussion Chair Dan McClendon adjourned the meeting.

Time: 10:28 a.m.

Monica Solko
Deputy City Secretary